

Breathing as One Kayla Baker Lung Health Foundation Staff & Volunteer Pediatric Research Award

Guidelines for Applicants: 2021 Competition Launch (For 2021-2022 Funding)

Focus	Award Amount	Deadlines
Pediatric Respiratory Disease	One award for \$30,000	Monday February 15, 2021 by 4:00pm EST Registration Thursday April 15, 2021 by 4:00pm EST Proposal

Introduction

In memory of Kayla Baker, one of the Lung Health Foundation's most passionate and committed Breathing Ambassadors, the Lung Health Foundation Breathing as One (BaO) Kayla Baker Lung Health Foundation (LHF) Staff & Volunteer Pediatric Research Award is to support research into pediatric respiratory disease. The Lung Health Foundation manages the BaO Kayla Baker LHF Staff & Volunteer Pediatric Research Award program application and peer review process as well as making the funding decisions and administering the awards, taking into account application budgets and competition results.

Eligibility Criteria

1. Applications will be considered for research proposals that are directly relevant to pediatric respiratory disease. Applications deemed outside the relevant field will be eliminated from the selection process.
2. Applications will be limited to original Implementation Science, tools, apps, processes, surveys, patient resources, clinical practice projects/improvements that will make a distinct and positive contribution in the areas of patient education, clinical care support, adherence, quality of life and the overall improvement of outcomes in the field of pediatric respiratory disease.
3. Applicants can only submit one application as principal investigator or co-principal investigator per year.
4. Individuals who currently hold funding from the tobacco industry are not eligible.
5. Projects that are already supported are not eligible for consideration.
6. Applicants must agree to acknowledge the Lung Health Foundation in dissemination of research supported by these initiatives.
7. Applicants must agree to allow notification of the award on Lung Health Foundation's website and in society publications (Ontario Thoracic Society (OTS) and Ontario Respiratory Care Society (ORCS)).
8. Applicants must agree to be available for fundraising and awareness campaigns (in videos, photos and text articles) related to the benefits of receiving research funding through Lung Health Foundation and that the Lung Health Foundation will thereafter reserve the right to use the applicant's likeness to promote the benefits of receiving research funding through the Lung Health Foundation.
9. The principal investigator must be appointed/employed at an [eligible institute](#) in Ontario as defined by CIHR and will provide evidence that appropriate facilities are available for the research. An institution through which funds would be administered will need to be identified by their **business registration number**.
10. Co-principal investigators do not require a faculty appointment; however they must complete scientific, methodological and budgetary overlap details.
11. In order to apply for the BaO Kayla Baker LHF Staff & Volunteer Pediatric Research award, we require that the principal investigator be a member of the [OTS](#) or [ORCS](#). If you are not currently a member, please click the links for more information on how to apply.

It is the applicant's responsibility to ensure that the application is eligible and complete.

Award Amounts and Terms

One award for \$30,000 for 2021. The funds may be applied to pay for costs directly related to the research proposal of the awardee as outlined by the Use of Grant Funds section of the Tri-Agency (CIHR, NSERC and SSHRC).

Deadlines

Monday February 15, 2021 by 4:00pm EST	Registration Form (Intent to Apply) Please register via https://www.surveymonkey.com/r/LBZNFMG
Thursday April 15, 2021 by 4:00pm EST	Complete guidelines, templates for supporting documents and the link to the full electronic application form will be posted at https://lungontario.ca/research/apply as soon as they become available.

Application Requirements

General Notes on Documentation

1. The application form and copies of all supporting documentation must be submitted to the Lung Health Foundation via the link that will be provided at <https://lungontario.ca/research/apply>. Applications or supporting documentation received via email or post will not be accepted.
2. Applicants may refer to the detailed “**BaO Kayla Baker LHF Staff & Volunteer Pediatric Research Award Application Instructions**” that will be provided at <https://lungontario.ca/research/apply> to help them prepare the elements they will need to insert/upload to the electronic application form.
3. The “**BaO Kayla Baker LHF Staff & Volunteer Pediatric Research Checklist Signature Form**” that will be provided at <https://lungontario.ca/research/apply> must be printed out, signed by all relevant parties and uploaded with the electronic application form.

It is the applicant’s responsibility to insure the content of the items listed on the checklist and reviewed by the appropriate institutional representatives are the same versions submitted on the electronic application form.

4. Where noted on the electronic application form, supporting documentation should be attached in either DOC, PDF or JPEG format. Attached pages should be single-spaced on 8 ½ x 11 inch pages using either 12 point Times New Roman or 11 point Arial font. Condensed type or spacing will not be acceptable. A margin of 2 cm (0.79inches) around the page is needed. No photo-reduction except for figures.
5. The applicant should **keep original copies of all supporting documents** on file for future reference if required.
6. Be careful not to submit the electronic application form until all elements are inserted/uploaded and complete.

The Lung Health Foundation reserves the right to decline late or incomplete applications and will assume no responsibility in following up with applicants who submit incomplete applications. The entire responsibility to ensure completeness of the application submitted (including all required signatures) will rest with the applicant.

Grant Proposal

The grant proposal is a **maximum of 6 pages**, excluding references, tables, charts, figures, and photographs. **Additional materials** (tables, charts, figures, etc.) **must not exceed 5 pages**. **Representative publications** may be uploaded as appendices but **cannot exceed 3 in number**. The proposal should focus on the hypotheses, the background (no more than one page on the background) and the approach. Applicants should focus on explaining methods where they are critical to the application and avoid explaining detailed technical methods.

Investigators and Co-Applicants

Applications may be submitted by one or more investigators. If the proposed research entails significant collaboration with investigators not named as co-applicants, the applicant(s) should include a signed statement of support for each collaborator(s). The primary applicant must include the curriculum vitae in Common CIHR Project Biosketch format (<http://www.cihr-irsc.gc.ca/e/48437.html>).

Progress Reports

Applicants who have received funding in the past two years from the Lung Health Foundation must submit a progress report with the application.

Applicants should be aware that if they receive a BaO Kayla Baker LHF Staff & Volunteer Pediatric Research award in 2021-2022 they will be required to submit a progress report to the Lung Health Foundation, or request an extension, at least **30 days prior to December 31, 2022**.

Ethics Approval

All applications and studies must be approved by the institution's Ethics Committee for Human or Animal Experimentation.

Budget Justification

Salaries and Benefits: Provide names (if known), categories of employment and proposed salaries (including non-discretionary benefits) of all personnel identified in the budget. Please refer to the sections below for additional information.

Equipment: In your budget justification, provide a breakdown and justification of the equipment items requested. Give details of models, manufacturer, prices and applicable taxes. Please refer to CIHR guidelines for specifics at http://www.cihr-irsc.gc.ca/e/4656.html#s3_8_4. In addition, for maintenance and/or equipment items listed, indicate:

- the availability and status of similar equipment;
- the anticipated extent of utilization;
- the reasons for choice of specific type, model or service contract, in relation to alternatives;
- where applicable, the necessity for upgrading existing equipment or service contracts. For equipment or service contracts costing more than \$5000, attach at least one quotation for cost.

Experimental Animals: Include species to be used and sample size justification along with calculations, if applicable. Provide a breakdown for procurement, breeding, boarding, feeding and wherever possible include a copy of the Institution's standardized costs for these tasks as they vary from institution to institution.

Materials and Supplies: Provide details and justify/explain major items. Do not simply list items.

Others: Provide justification/explanation for each item listed.

Travel: Provide justification and a brief explanation of how each activity relates to the proposed research. The purpose and estimated cost of such travel must be given.

Financial Support (if applicable): Projects that are already supported are not eligible for consideration. If investigators are applying for other grants, clearly describe the degree to which they overlap with the current application. This requirement includes grants applied for from all sources. It should be indicated whether the proposal is being applied for, or renewed. Budget, budget justification, and summary page for other funding support applied for must be attached. Applicants are required to disclose all funding sources.

Use of Awards

Categories of Expenditures

Although the individual investigator is allowed discretion in the categories of expenditures within the approved budget, approval of the Lung Health Foundation should be obtained before undertaking any major changes in the way in which the award is spent. The Lung Health Foundation-funded research and training grants do not provide for institutional overheads and/or indirect costs of research or clinical care and any limitations specified in the grant notification must be respected.

Excess Expenditures

Any commitments (or expenditures) incurred by an investigator either in excess of the current grant funds or beyond the term of the grant are the responsibility of the investigator. All salary approvals and other special authorizations are given subject to the availability of the funds in the grant.

Ineligibility for Payment of Dues

Grant funds may not be used to pay fees for membership in scientific societies or for journal subscriptions.

Travel

Grants are not intended to support travel costs unless there is a requirement for travel (exclusive of meeting attendance) as part of the project. Use of the award to defray costs of travel is acceptable only if a specific allocation for travel forms part of the approved budget.

Equipment

Title to equipment purchased under a grant remains in the institution at which the grant is held but its use for research projects listed on the grantee's application or otherwise approved by the committee shall be given priority over other uses.

Publication Costs

It is acceptable to include an anticipated publication cost of a maximum of \$2000.00 in total, into the expendables category of your budget.

Transfer of Awards or Equipment

The awards are to be undertaken at the institution named in the award. If the principal investigator moves to another institution, the award can be transferred only with the written approval of the Lung Health Foundation. Transfer of equipment requires, in addition, the approval of the institution where the grant was originally held.

Patent Rights

The Lung Health Foundation does not claim patent rights on any invention resulting from research supported by Lung Health Foundation funds. However, it expects the grantees and/or their institutions will seek patent protection for inventions or developments supported through a Breathing as One Award. Grantees wishing to obtain information concerning the patents applicable to discoveries arising from their research should seek advice from Canadian Patents and Development Limited, 275 Slater Street, Ottawa, Ontario, Canada, K1A 0R3.

Indirect Costs Policy

The Lung Health Foundation supports only the direct costs of research. No funding is to be used for indirect costs of research. The definition of indirect costs of research for the purposes of this policy is, costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); and regulation and safety compliance (including human ethics, animal care and environmental assessment).

Unspent Balance

Any unspent balance that remains following the end of the grant must be returned to the Lung Health Foundation **by December 31, 2022 at the latest**. However, the Lung Health Foundation will consider written requests for use of the unspent balance as a limited-time extension of the original grant.

Inability to Complete Research

The institution is responsible for advising the Lung Health Foundation promptly if the grantee is unable for any reasons to carry out or complete the research for which the grant was given.

Acknowledgements

The support of the Lung Health Foundation should be acknowledged in any publication arising from research supported by the award. Copies of abstracts and publications arising from the BAO award supported research should be forwarded to the Lung Health Foundation at the time of the publication.

Location of research

Breathing as One funds may only be used to support research conducted in Canada (with the primary site being in Ontario).

Employment Under Grants

Guidelines for employment are the same as CIHR. For details, please see the Tri-Agency (CIHR, NSERC & SSHRC) Financial Administration Guide tri-council website: [NSERC - Inter-Agency, Tri-Agency Financial Administration \(nserc-crsng.gc.ca\)](https://www.nserc.gc.ca/inter-agency-financial-administration)

- A. Technicians and research assistants may be employed under grants. The university's classification of technicians for whom funds are requested must be indicated on the application. The rates of pay shall be in accordance with the salary scale of the university or institution concerned. Investigators who seek funds for the employment of research assistants must describe the role of the individual in the research project. Provision may not be made under grants for the employment of practicing clinicians who wish to participate in a research project on a part-time basis, or for payments to individuals who receive remuneration for teaching or social work. Funding for graduate student support will be limited to CIHR guidelines.
- B. Individuals paid from Breathing as One grants are not employees of the Lung Health Foundation. Employer contribution to superannuation, group insurance and other employee benefits normally available to the institution's employees may be paid by the institution on behalf of the individuals employed under the Lung Health Foundation's grants, and the cost of such contributions may be charged to the appropriate grant.
- C. Grantees or co-grantees shall not receive remuneration from any funds provided by the Lung Health Foundation through its grants programs. The regulations of the university with respect to the employment of relatives apply also to the use of the Lung Health Foundation's funds for this purpose. Only under exceptional circumstances will the Lung Health Foundation approve payment to members of university staff for consultative or other services. It is important to complete in full the section on other research funds on the grant application. The applicant must include an indication not only of other grants received or applied for but also any which may overlap with the present application. Budget, justification and summary page of any ongoing or applied-for grants must be included with the application form.
- D. Funding for graduate students or post-doctoral fellows will be considered as long as:
 - the trainee is actively engaged on the proposed research AND
 - justification for salary support is provided, AND
 - all additional sources of funding for the graduate student/post-doc is disclosed. Stipends paid to trainees shall be in accordance with institutional policies and pay scales.

Administration

To facilitate communication of research within our organization, scientific abstracts and lay summaries of BaO Kayla Baker LHF Staff & Volunteer Research Award funded research may be released for print and other media. Awards will be posted on the Lung Health Foundation website.

Progress/Final Report to the Lung Health Foundation

It is a requirement of the Lung Health Foundation that the investigator(s) document outcomes of the research supported by awards. All investigators receiving a Breathing as One award are expected to submit a separate progress report at the end of the funding period.

The support of the Lung Health Foundation should be acknowledged in any publication arising from research supported by the award. Copies of abstracts and publications arising from the BAO Kayla Baker LHF Staff & Volunteer Pediatric Research Award-supported research should be forwarded to the Lung Health Foundation at the time of the publication via societies@lunghealth.ca.

Indemnification

The Lung Health Foundation, its directors, officers and employees shall not be responsible for any claims or other matters arising from employment or any other matter occurring as a result of these applications.